

DEMOBILIZATION

7580

(Revised 1996)

The demobilization process is an ongoing operation from the time the Logistics Section is ordered at the incident to its closure. All personnel of the section must be concerned with demobilization throughout the length of the incident.

The following are the main procedures of demobilization that each logistics staff member must accomplish:

DEMOBILIZATION CONCEPTS FOR THE LOGISTICS SECTION

7580.1

(Revised 1996)

- A. The logistics section will be providing the following services and support to the Demobilization Unit:
 - 1. Furnish transportation:
 - a. For movement of supplies and personnel from the base to suppliers and mobilization centers.
 - b. For movement around the incident.
 - 2. Supply Functions

Supply Unit and Ground Support Unit will furnish supplies to the base and incident.
 - 3. All Logistics units will remain operational while "leveling" their supplies and equipment for the demobilization process.
- B. The Logistics Section chief ensures:
 - 1. That the Logistics Section will be demobilized at the same time as the rest of the incident; however, the Logistics Section will be the last to go.
 - 2. That every unit has all their documents properly accounted for the corresponding section.
 - 3. That all units distribute all unused or excess supplies (leveling) back to the supplier.

CLOSING DOWN SUPPORT FACILITIES

7580.2

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- A. Coordination is required by the Logistics Section and the Planning Section to ensure orderly closure of the Logistics Unit in camp(s).
- B. Orderly closure of multiple camps:
 - 1. With several camps, close each when not needed.
 - 2. Consolidate the supplies, personnel and equipment from the closed camp(s) to base.
 - 3. Maintain enough help. Utilize excess and/or return to supplier (leveling).
- C. Maintain a system to account for personnel and supplies moved from the closed camp(s)
 - 1. Logistics must coordinate with Planning, Finance and Operations Sections.
 - 2. Ground Support provides transportation to destinations as required by the Demobilization Plan ([see exhibit](#)).

LOGISTICS WILL PROVIDE LISTS FOR RELEASE

7580.3

(Revised 1996)

- A. The Logistics Chief will need to meet and brief all unit leaders on the following:
 - 1. Demobilization plan.
 - 2. Priorities for release.
 - 3. Departmental procedures.
 - 4. Data from unit leaders on scope and projected magnitude of their demobilization.
- B. Logistics Chief will receive a prepared list from each unit leader on their anticipated demobilization work load. This should include:
 - 1. What equipment can be returned?
 - 2. What supplies are surplus and ready for retrograde?
 - 3. What staff are no longer needed?
 - 4. Release priorities of each unit's staff.
 - 5. Final inventories.

6. Any departmental specific standards that have or have not been met.

REDUCTION OF LOGISTICS FUNCTIONS

7580.4

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- A. Logistics chief will meet with the Demobilization Unit leader to discuss the finalized Demobilization Plan and any problems encountered. Logistics chief will keep all unit leaders informed of any changes in the Plan.
- B. Logistics chief will review with each unit leader any schedules developed for time frames dealing with his/her unit.
- C. Logistics chief will encourage accurate and up to date inventories from all units. This ensures :
 1. Accountability.
 2. Halting unnecessary ordering.
 3. Leveling supplies on hand.
- D. Logistics chief will have each unit fully staffed to meet the needs of the Demobilization Plan.
- E. Each camp closure will be monitored by the Logistics chief for coordination with other general staff members.

RETURNING FACILITIES TO PRE-INCIDENT CONDITION

7580.5

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- A. The Logistics chief will monitor compliance of any departmental regulations dealing with site restoration
- B. Each unit must have enough personnel to clean up and restore their area with the guidance of the Facilities Unit leader.
- C. The Logistics chief will document any unusual conditions that could lead to claims or lawsuits on his/her ICS-214.

RELEASING ASSIGNED SECTION PERSONNEL

7580.6

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- A. The Logistics chief will prepare a list which shows resources available. List must include:

1. Type.
 2. Quantity.
 3. Location .
 4. Time of release .
 5. Name and home base.
 6. Order number.
- B. Ensure that each unit can close down within the time frames stipulated in the Demobilization Plan.
- C. The Logistics chief will inspect progress and accomplishments prior to release. The items to be checked are:
1. Are all documents are in order?
 2. Accountable items properly released?
 3. Are there any units needing help meeting time frames?
- D. The Logistics chief will contact the jurisdictional unit during the demobilization process to ensure that:
1. Property is properly accounted for.
 2. Supplies are correctly returned.
 3. Equipment is returned satisfactorily.
- E. Logistics chief will order a retrograde team twelve hours ahead of base closure.

CONCLUDING THE DEMOBILIZATION PROCESS

7580.7

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- A. The Logistics chief will review all base and camp(s) sites with the land owner(s) and the Facilities Unit leader.
- B. The Logistics chief will complete personnel evaluations and submit them to the Documentation Unit.
- C. The Logistics chief will notify the incident commander and/or the jurisdictional unit of the Base closure.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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